# Bath Spa University

# External Panel Member/Adviser

# Payment of Fees

##### Data Protection Act 2018

All personal data is processed in compliance with the General data Protection Regulation 2018 and the Data Protection Act 2018. Your personal data will only be used within the confines of BSU and will be kept confidential within the institution.

Budget Code:

Detail:

Date of Visit:

Personal Details

Surname Title

Forenames Date of birth

Home Address

National Insurance Number

Bank/Building Society Account   
Number

Sort Code Number

Details of Fee/Amount

Fee £

Signature of Claimant Date

Approved for Payment

Date

NB: Fees will be subject to deduction of Income Tax at the basic rate. Fees will not be liable for National Insurance contributions.